

Effective Date Statewide: 09/06	Revision Date:
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ACCOUNTS RECEIVABLE

Description:

This procedure walks through using the accounts receivable screen in CORIS to determine the status of trust and revenue accounts on cases and to make adjustments when necessary.

Reference:

Accounting Manual

Overview:

This screen allows the clerk to see the amounts credited and received and the balance for individual accounts. Time pay accounts may be set up from this screen, and clerks may assess fees from this screen.

ACCOUNTS RECEIVABLE

Procedure/Computer Entry

Accounts Receivable

This screen displays the amount of receivables for the case selected. Also view more specific details about the Revenue and Trust Receivables, and the Payment Schedule.

1. From the Primary screen select **Accounting > Accounts Receivable**.
2. Enter password, select **C**ontinue.
3. From this screen both Revenue and Trust may be viewed as well as any Open Trust.

The screenshot shows a software window titled "Accounts Receivable" with a menu bar (Filings, Links, History, Toolbox, Warnings, Journal, Cash Count!, Print Index!). Below the menu bar are input fields for "Case" (041000525), "State" (State Felony), "Last Name" (MOUSE), and "First Name" (MINNEY), along with a "Find" button. The main area displays a table of receivable data:

Revenue		Trust		Open Trust	
Amount Due \$	1000.00	Amount Due \$	4000.00	Trust Payment \$	0
Amount Paid \$	1000.00	Amount Paid \$	3000.00	Amount Paid \$	0
Total Credit \$	0	Adjustments \$	0	Adjustments \$	0
Balance Due \$	0	Balance Due \$	1000.00		

At the bottom, there are five buttons: "Revenue Receivable", "Trust Receivable", "Clear Screen", "Payment Schedule", and "Exit".

Revenue Receivable

This screen is used to view amounts of revenue that are to be received, and make adjustments to the amounts when necessary.

A revenue receivable in a criminal case should be set up from the Sentencing/In-court screen.

1. From Accounts Receivable screen select **Revenue Receivable** button.
2. Enter password, select **Continue**.

Revenue Receivable

Distribution Codes Assess Fee

Account **FOR TO STATE, MISDEM** Case **041000525** State Felony Remove Due Date

Name **MINNEY MOUSE**

Account **1** of **1** Account Date **01/07/2005** Date Due

Distribution Code	Original Amount	Adjustment to Date	New Due Amount	Credit to Date	Paid to Date	Balance	New Credit	New Paid
FN	1000.00	.00	1000.00	.00	1000.00	.00		
Totals	1000.00	.00	1000.00	.00	1000.00	.00	.00	.00

☒ Adjust Amount Due ☐ Apply New Credit ☐ Redistribute Credits and Amounts Paid

☐ Surcharge Included Amount Reason

☐ Surcharge Added

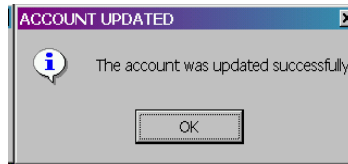
☒ Select by distribution code
Click on distribution to be adjusted

Calculate Distribution Undo Display Violations New Distribution Enter Exit

To Change the Distribution of a Credit or Amount Paid:

1. Select **Redistribute Credits and Amounts Paid** radio button. Once selected the boxes will go from grey to white.
2. Enter the new credit or new paid amount into the correct distribution code. This amount needs to be the same as what has been paid to date. A zero needs to be add to each box if there is not an amount in the box.
3. Select **Calculate Distribution**.

4. The distributions will then change. Enter a reason in the box and then select **Enter**. The following message will then appear.



To Adjust amount owing on a Distribution Code:

1. Select **Adjust Amount Due** radio button.
2. Select Surcharge Included or Surcharge Added
3. Enter the Adjustment Amount.
4. Select **Calculate Distribution**.
5. Enter a reason for the adjustment in the box then select Enter.

To Add a New Distribution Code:

1. Select the **New Distribution** button.
2. Select the code from the drop down list box.
3. Enter the Adjustment Amount.
4. Select **Calculate Distribution**. Message appears: "Select Yes if adjustment to existing amount due. Select No if amount entered is New Due Amount"

If an adjustment is made to this screen and done wrong in error, use the **Undo** button before selecting **Enter**.

Trust Receivable

Use this screen to maintain the Trust in a case.

1. From Accounts Receivable screen select **Trust Receivable**.

Trust Receivable

Fileings Links History Toolbox Warnings Journal Cash Count! Print Index!

Case **041000525** State **Felony** Name **MOUSE, MINNEY**

Recipient

☒ Existing Party

Last Name **FIGMENT** Trust **1** of **4**

First Name **IMAGINATION** Type **Restitution**

Address **123 FANTASY WAY** Due Date

City, St, Zip **DREAM LAND** **UT** **84111** Priority **1**

Phone **801-238-7400** SSN # **789-59-1234** Amount \$ **1,000.00**

Effective Date for Interest (Sentence Date)

Create New Trust **Check Stub Description** **Receipt Money** **Previous** **Enter**

Adjust Trust **Jointly and Severally** **Display Trusts** **Next** **Exit**

Last Trust

2. Enter password, select **Continue**.

Button	Description
Adjust Trust	Use this to modify the amount of an existing trust receivable.
Check Stub Description	Use this to print a message on a check issued out of the court's trust account.
Create New Trust	Use this to create additional trust receivables.
Display Trust	Use this to display all the existing receivables for a case.
Enter	Updates any changes made.
Jointly and Severally	Use this to manage Trust Receivables that are to be paid Jointly and Severally.

Last Trust	Goes to the last trust receivable for a case.
Next	View the next trust receivable.
Previous	View the previous trust receivable.
Receipt Money	Use this to exit the trust receivable screen and go straight to the Payment screen to receipt a payment.

Adjusting Trust Receivable

Use this screen to change the amount due on a trust receivable in a case.

- From the Trust Receivable screen, select the **Adjust Trust** button and go to the proper account that needs adjusting.

Adjust Trust Receivable

Case: 041000525 State: Felony

Name: MOUSE, MINNEY

Trust Type: Restitution

Name: FIGMENT, IMAGINATION

Original Amount Due: 1000.00

Adjusted: 0

Increase Decrease \$:

Amount Due: 1000.00

Amount Paid: 0

Amount Credit: 0

Balance: 1000.00

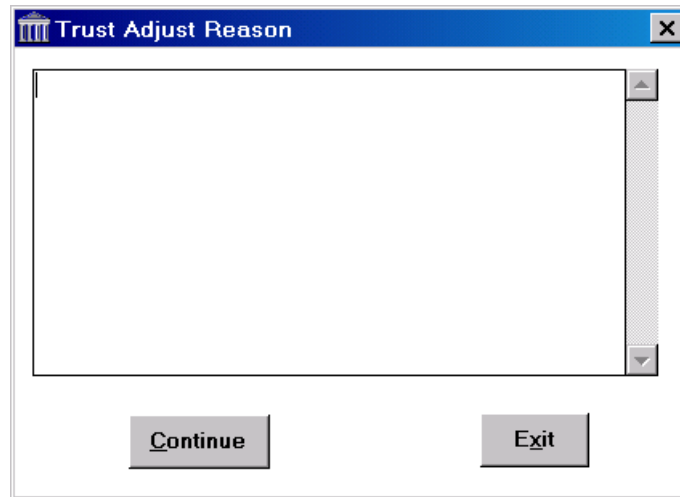
Trust 1 of 4

Previous Enter

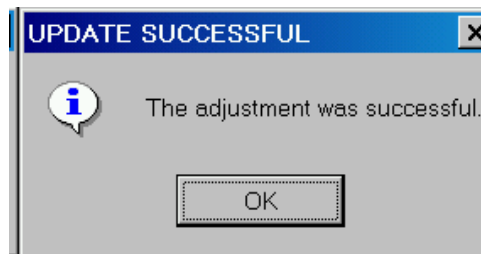
Next Exit

- Enter the adjustment amount. (If decreasing, enter it as a negative number). Select **Enter**.

3. Type in the reason for the adjustment.



4. Select **C**ontinue.
5. A message will appear stating the adjustment was successfully updated.



6. Select **O**K.
7. Select **E**xit.

If a payment schedule needs to be set up, refer to Payment Schedule/TimePay.